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To: Selected County and District Superintendents
Selected Charter School Administrators

From: William L. Padia, Director
Policy and Evaluation Division

Subject: **School Type Designations for the 2002 API Base and 2003 API Growth**
Ref: PED-EPIC-02-06A

The purpose of this letter is to notify you of the standard definitions for school type (elementary, middle, and high) used for purposes of reporting the Academic Performance Index (API) for the 2002-2003 API reporting cycle. The 2002-2003 API reporting cycle includes the 2002 API Base, which will be reported in February 2003, and the 2003 API Growth, which will be reported in the fall of 2003. **One or more schools in your district will be assigned a 2002-2003 API school type that is different from the 2001-2002 API cycle school type.** This letter identifies the school(s) and notifies you of options to consider.

Last year, the Educational Planning and Information Center (EPIC) of the California Department of Education (CDE) developed standard criteria for defining school type to ensure the credibility of programs linked to the API and to maintain the integrity of the accountability system. These same criteria are being used again this year to assign a school type for the 2002-2003 API reporting cycle. Schools in the main API accountability system and schools in the Alternative Schools Accountability Model (ASAM) that opt into the main API system will be assigned a school type using these criteria.

A detailed description of the criteria for determining school type for the 2002-2003 API is located on the CDE web site at <http://www.cde.ca.gov/psaa/api>. A school's API school type may differ from its county-district-school (CDS) code school type, commonly referred to as the "school ownership code."

Our records show that your district (or charter school) has ONE OR MORE SCHOOLS that have been assigned a 2002-2003 API school type different from the previous API cycle school type (see enclosed listing). In these cases, a school has two options:

- Request to change API school type. While the API school type assignment criteria aim to be appropriate for all schools, there may be certain circumstances in which the school is mis-

assigned. If you disagree with the school type assigned by the EPIC, Attachment A describes the process for requesting a change in a school's type for API purposes.

The period from November 22 to December 13, 2002 will be the only opportunity for changing the school type designation assigned by the EPIC for the 2002-2003 API reporting cycle. Requests for changes must be received by the EPIC by December 13, 2002. If the EPIC does not hear from you, we will assume you agree with the school types assigned for your schools. IF YOU WISH TO CHANGE AN API SCHOOL TYPE, FOLLOW THE DIRECTIONS IN ATTACHMENT A.

- Do nothing. Your district (or charter school) may wish to allow the 2002-2003 API school type and 2001-2002 API cycle school type to remain different. There is no penalty for this option.

It is my hope that, by being aware of these criteria, you can take the necessary steps to ensure that your schools receive valid API rankings for the upcoming API reporting cycle.

If you have further questions about the criteria or process for assigning school type for API purposes, contact the Educational Planning and Information Center at epic@cde.ca.gov or by phone at (916) 319-0863.

A copy of this letter is being E-mailed to your Accountability Coordinator.

Attachment
Enclosure

BP:jv

Process for Requesting an API School Type Change for the 2002-2003 API Reporting Cycle

This attachment describes the process for requesting a change in a school's Academic Performance Index (API) school type designation for the 2002-2003 API reporting cycle. The 2002-2003 API reporting cycle includes the 2002 API Base, which will be reported in February 2003, and the 2003 API Growth, which will be reported in the fall of 2003. **The period from November 22 to December 13, 2002 will be the only opportunity for correcting the school type designation assigned for the 2002-2003 API reporting cycle. Requests for changes must be received by the EPIC by December 13, 2002. If the EPIC does not hear from you by this date, we will assume you agree with the school types assigned.**

Process to Correct API School Type

A school that is assigned a 2002-2003 API school type different from the previous cycle school type may request to have its assigned type changed. Schools that provide sufficient and reasonable justification for a new school type, including schools in the Alternative Schools Accountability Model (ASAM) that opt into the main API system, may have their assigned type adjusted, if approved by the CDE.

To request an adjustment of the school type designation, **you must do all of the following:**

1. Send a letter to the following:
 - California Department of Education
Policy and Evaluation Division
Educational Planning and Information Center
1430 N Street, Suite 4206
Sacramento, CA 95814
2. The letter must include:
 - Names of the schools affected
 - County-district-school (CDS) codes of the affected schools
 - The school type preferred (must be either "elementary," "middle," or "high")
 - Detailed justification for school type preferred (include specific evidence)
 - A statement that the remainder of schools in the district have appropriate school type designations assigned by the EPIC for API purposes (not required for charter schools)
 - The signature on the letter of the district superintendent or authorized representative (for charter schools, the signature of the administrator or authorized representative)
3. **Your letter must be received by the CDE by December 13, 2002.**

You **must** submit the letter with your requested changes. You may also send an advance E-mail with the information. Send email correspondence to epic@cde.ca.gov.

The EPIC will notify you as soon as possible of the status of your request. If you have further questions, contact Jan Volkoff of the Educational Planning and Information Center (EPIC) at epic@cde.ca.gov or by phone at (916) 319-0863.

Schools with 2002-2003 API School Type Differing From Previous API School Type

CDS Code	District	School	Grade Span	2001-2002 API School Type	2002-2003 API School Type
12630166008148	Rohnerville Elementary	Toddy Thomas Elementary	4-8	MIDDLE	ELEMENTARY
12753821230135	Mattole Unified	Mattole Valley Charter (#159) Alt	K-12	ELEMENTARY	HIGH
15634616009492	Fairfax Elementary	Fairfax Elementary	4-8	ELEMENTARY	MIDDLE
15735446010011	Rio Bravo-Greeley Union Elementary	Rio Bravo-Greeley Elementary	4-8	MIDDLE	ELEMENTARY
15751686009468	El Tejon Unified	El Tejon Elementary	4-8	MIDDLE	ELEMENTARY
17640306010649	Lakeport Unified	Terrace Elementary	4-8	ELEMENTARY	MIDDLE
19643456106215	Castaic Union Elementary	Castaic Middle	4-8	ELEMENTARY	MIDDLE
19647331931054	Los Angeles Unified	Westside Leadership Magnet	K-12	ELEMENTARY	MIDDLE
19647331931716	Los Angeles Unified	Valley Magnet	K-12	HIGH	ELEMENTARY
24657556116156	Los Banos Unified	Westside Union Intermediate	5-6	MIDDLE	ELEMENTARY
31669443130226	Tahoe-Truckee Joint Unified	Prosser Creek Charter	K-12	ELEMENTARY	HIGH
36750773630837	Apple Valley Unified	Academy for Academic Excel. (Char)	K-12	ELEMENTARY	HIGH
41689996044374	Ravenswood City Elementary	Menlo Oaks Elementary	5-8	ELEMENTARY	MIDDLE
47704256050892	Mt. Shasta Union Elementary	Sisson Elementary	4-8	MIDDLE	ELEMENTARY
52715226111629	Evergreen Union Elementary	Evergreen Middle	K-8	MIDDLE	ELEMENTARY
54719026054035	Earlimart Elementary	Earlimart Middle	6-8	ELEMENTARY	MIDDLE
54720826054316	Richgrove Elementary	Richgrove Junior High	K-8	MIDDLE	ELEMENTARY